

Personalised Action Plan Canvas Template

The Personalized Career Action Plan template helps you strategically integrate Sustainable Development Goals (SDGs) into your career. Use this tool to map relevant SDGs, outline actionable steps, identify potential challenges, and set both short- and long-term goals while continuously monitoring your progress and adjusting as needed. Use this template as a living document, continuously updating it as you progress in your career and as new opportunities or challenges related to SDGs arises.

Instructions

- 1. Identify Relevant SDGs and Targets:**
 - Review the SDGs and select those most relevant to your career or industry.
 - Identify specific SDG targets that align with your goals. For example, if you are in education, you might choose SDG 4 (Quality Education) and its related targets.
- 2. Describe Your Current/Future Workplace Context:**
 - Briefly describe your current or intended career role or industry and explain how it connects to the SDGs you selected.
- 3. Outline Your SDG Integration Strategy:**
 - Break down the steps you will take to integrate the SDGs into your career development.
 - Include practical actions, such as participating in sustainability projects or adopting sustainable practices in your workplace.
- 4. Identify Potential Challenges:**
 - List any obstacles you may face in aligning your career with the SDGs.
 - Suggest solutions or approaches to overcome these challenges.
- 5. Skills and Competencies:**
 - List the key skills you need to develop or improve to support SDG integration in your career.
 - For each skill, describe why it is important for your SDG-focused career path.
- 6. Set Short-Term (1-2 years) and Long-Term (3-5 years) Goals:**
 - Define clear, actionable short- and long-term goals that align with SDG integration.
 - Ensure that each goal supports your broader career aspirations and contributes to sustainability.
- 7. Develop an Action Plan:**
 - Specify the educational courses, professional development opportunities, and practical experiences you will pursue to achieve your goals.

- Include specific actions to reach both your short-term and long-term career objectives.
- 8. Monitor and Evaluate Your Progress:**
- Establish indicators of success that will help you track progress toward your goals (e.g., completing a sustainability-related certification).
 - Outline a monitoring plan, including how often you will review your progress and which tools or methods you will use.
- 9. Plan for Review and Adjustments:**
- Create a plan for regular reviews of your career action plan.
 - Adjust your strategy based on feedback and changing SDG-related challenges or opportunities.

Relevant SDGs and targets		SDG Integration Strategy		
Identify Relevant SDGs SDG 1: [Insert SDG and brief explanation] SDG 2: [Insert SDG and brief explanation]	Identify Relevant SDG targets SDG 1, target 1.2: [Insert target and brief explanation] SDG 2, target 2.1: [Insert target and brief explanation]	Current/Future Workplace Context [Brief description of your current or future workplace, industry, or role]	Strategy Outline Step 1: Describe the first action you will take to integrate SDGs Step 2: Describe the second action you will take Step 3: Additional actions and steps	Potential Challenges [Challenge 1 and approach to overcoming it] [Challenge 2 and approach to overcoming it]
Skills and Competencies		Career Development Goals		
Skills and Competencies [Skill 1: Description and relevance to SDG integration] [Skill 2: Description and relevance to SDG integration] [Skill 3: Description and relevance to SDG integration]	Action Development Plan [Educational Courses/Workshops] [Professional Development Opportunities] [Practical Experience Opportunities]	Short-Term Goals (1-2 years) [Goal 1: Description and how it aligns with SDG integration] [Goal 2: Description and how it aligns with SDG integration]	Long-Term Goals (3-5 years) [Goal 1: Description and how it aligns with SDG integration] [Goal 2: Description and how it aligns with SDG integration]	Action Steps [Step 1: Action to achieve the short-term goal] [Step 2: Action to achieve the long-term goal]



Monitoring and Evaluation

Success Indicators	Monitoring Plan	Review and Adjustments
<p>[Indicator 1: Description and how it will be measured] [Indicator 2: Description and how it will be measured]</p>	<p>[Frequency of monitoring and evaluation] [Tools or methods for tracking progress]</p>	<p>[Plan for regular review and making adjustments based on feedback]</p>

4HEI

HIGHER EDUCATION MISSION FOR SUSTAINABILITY



Imprint

© Copyright 2022-2025 the SDS4HEI Consortium, consisting of:

Westphalian University of Applied Sciences Gelsenkirchen, Institute for Work and Technology (IAT), Germany

Momentum Marketing Services Limited (MMS), Ireland

European E-Learning Institute (EUEI), Denmark

Bursa Uludağ University (BUU), Turkey

Atlantic Technical University (ATU), Ireland

International Center for Knowledge Resilience, Institut Mines-Télécom Business School (IMTBS), France

Acknowledgement

This MOOC module is published as part of the Erasmus+ project »Sustainable Development Strategies for Higher Education Institutions« (SDS4HEI) funded under the Erasmus+ Programme KA222-HED – Cooperation Partnerships in Higher Education, project no 2022-1-DE01-KA220-HED-000088936, co-funded by the European Union.

Legal notice

Co-funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

Copyright

The copyright is by the authors. The document is available in open access and licensed under Creative Commons Attribution 4.0 International License, which permits unrestricted use, distribution, and reproduction in any medium, provided the original author and source are credited. See credit lines of images or other third-party material in this report for license information.



Co-funded by
the European Union





For further information visit
www.sds4hei.eu